

City of
EDMONDS
Washington

SEWER MAINTENANCE LEAD WORKER

Department:	Public Works – Water/Sewer	Pay Grade:	M
Bargaining Unit:	Teamsters	FLSA Status:	Non-Exempt
Revised Date:	June 2013	Reports To:	Water/Sewer Manager

POSITION PURPOSE: Under general direction, performs a variety of journey-level work in the installation, maintenance and repair of City sewer systems; participates in the scheduling, assigning, reviewing and performing of sewer maintenance activities; trains and provides work direction to assigned staff; responds to customers, contractors, vendors and other outside agencies; maintains sewer system maintenance records, files and inventory.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Participates in the scheduling, assigning, reviewing and performing of sewer maintenance activities and crews; performs a variety of specialized duties in the maintenance and repair of City sewer systems and facilities.
- Estimates materials, time and personnel required to complete work projects; develops schedules and responds to questions and complaints from the general public regarding sewer service.
- Assists the public with the proper procedures for problem resolution and investigates and documents property damage.
- Inspects side sewer installations to assure compliance with applicable City codes and regulations advising contractors if changes are necessary; inspects main extensions; measures and draws as-builts as required; reviews capital improvement projects and reviews commercial property utilities.
- Troubleshoots malfunctions on pump stations and performs other technical and skilled operation and maintenance duties.
- Orders and maintains materials and supplies for the sewer system and pump station; obtains price quotes and makes recommendations related to the purchase of new equipment and supplies as directed.
- Locates, inspects and maintains sewer mains and other related facilities.
- Enforces safety regulations, procedures and practices including use of protective equipment.
- Participates in organizing and implementing long and short-term programs and activities designed to develop assigned facilities and services.
- Operates a variety of equipment including: a tractor, backhoe, gas detector, various trucks (TV, jet, and dump) and other specialized equipment and hand and power tools.
- Coordinates sewer activities with other divisions, contractors and agencies; maintains a variety of records and reports.
- Provides support to the Department/Division on matters as directed and may serve as staff on a variety of committees.

JOB DESCRIPTION

Sewer Maintenance Lead Worker

- Prepares and presents staff reports and other necessary correspondence; attends and participates in professional group meetings and maintains awareness of new trends and developments in the fields related to area of assignment.
- Incorporates new developments as assigned and ensures processes, policies and practices are interpreted and applied consistently and effectively within assigned responsibilities.

Required Knowledge of:

- Operations, services and activities of a City Public Works Department.
- Maintenance and repair procedures, practices and methods used within the sewer maintenance area.
- Methods, equipment and materials used in sewer maintenance work.
- Policies and objectives of City sewer maintenance systems and activities.
- Uniform plumbing codes, regulations, ordinances, local, state and federal laws and other City policies related to assigned area.
- Local topography and geography.
- Current and updated safety and health standards and regulations.
- Technical aspects of field of specialty.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include customer service.
- Record keeping and report preparation.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to accomplish work assignments.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Lead work and training principles, methods and techniques.

Required Skill in:

- Scheduling, assigning, reviewing and performing sewer maintenance activities.
- Performing specialized duties in the maintenance and repair of City sewer facilities.
- Performing a variety of maintenance and repair of City sewer structures and systems.
- Operating specialized tools and equipment used to perform sewer maintenance and repair.
- Performing field inspections and heavy physical labor when needed.
- Analyzing situations accurately and adopting an effective course of action.
- Planning and organizing work and meeting schedules and time lines.
- Interpreting and applying applicable federal, state, and local policies, laws and regulations.
- Monitoring and practicing safe work practices.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Compiling and preparing a variety of records, files and reports.
- Communicating effectively verbally and in writing, including public relations and customer service.
- Leading, training and delegating tasks and authority.

JOB DESCRIPTION

Sewer Maintenance Lead Worker

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certificate and five years of progressively responsible experience in sewer collection, construction and maintenance of sewer systems and components that includes performing lead or supervisory oversight over projects, programs, and/or staff; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License and Class A CDL with airbrake and tanker endorsements.

Certification by the State of Washington as a Wastewater Collection Specialist.

Valid CPR and First Aid Certification, AED and Blood Borne Pathogens Cards.

Valid Flagger Certification.

Other specialty certifications/licenses as required by state and federal law and/or OSHA and WAC regulations may be required within a specified period of time after hire.

Must be able to successfully complete and pass a background check.

Mandatory drug test subject to conditional job offer.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

Physical Abilities:

- Walking or otherwise moving over rough terrain.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating various equipment and tools.
- Reaching overhead, above the shoulders and horizontally, bending at the waist, gripping, kneeling or crouching, stooping, crouching, reaching, pushing, pulling and twisting or otherwise positioning oneself to accomplish tasks.
- Ascending/descending, ladders and inclines.
- Working at heights, working on a high ladder and working in a confined space.
- Working over water, working alone and working in remote locations.
- Working in a noisy work area, working in direct sunlight, working in outside temperature extremes and working in dampness.
- Heavy physical labor, including lifting/carrying or otherwise moving or transporting 50-100 pounds.
- Operating a passenger vehicle, heavy truck, and heavy equipment and rotating machinery.
- Reading and understanding printed and electronic messages and related materials.
- Hearing voice conversation and hearing alarms.
- Possessing close vision, far vision, side vision, depth perception, night vision and color vision.
- Ability to wear appropriate personal protective equipment based on required City Policy.

JOB DESCRIPTION
Sewer Maintenance Lead Worker

Hazards:

- Working around and with machinery having moving parts.
- Working in and around moving traffic.
- Adverse weather conditions.
- Exposure to smoke, noxious odors, toxic fumes and chemicals, epoxy chemicals, poison oak or ivy, dust or pollen, insect stings, solvents, oil and ink.
- Working in a cramped or restrictive work chamber.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____